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TCS-12208/62-KH

17 May 1962

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MEMORANDUM FOR: Executive Director, NPIC

SUBJECT : Proposed FY 1963 T/O for Publications Division

REFERENCE : My memo to you, same subject, dated 8 September 1961

1. The proposed FY 1963 T/O for the Publications Division as set forth in the referenced memo was based on the best evidence available at the time. However, since that time the workload of the division increased significantly greater than was anticipated and certain additional responsibilities have been levied on the division.

2. The additional responsibilities, each of which requires additional capability beyond that recommended in the referenced memo, that have been levied on the division are:

a. To produce two sets of all briefing boards. This of course immediately doubles the number of boards that have to be produced. In addition significant numbers of boards on the G and H missions are now necessary; until recently there were very few boards required on these missions. There has also been a significant increase in the briefing boards necessary to satisfy CIA departmental requirements. During April 1962 this division produced 185 briefing boards, a figure which is almost triple the previous high for a month.

b. To produce Vu-graphs of all the installations that are the subject of briefing boards. These Vu-graphs are used for detailed substantive briefings as opposed to general overall briefings that are given when utilizing the briefing boards. Because the Vu-graphs are used for detailed substantive briefings the ratio of Vu-graphs to briefing boards is approximately 2 to 1 and not 1 to 1 as one might expect. For example, the first 15 briefing boards produced on Mission 9032 resulted in 25 Vu-graphs and still DIA felt that more should have been produced.

c. To provide editorial and graphic support to departmental projects. Although this division has had this responsibility, the volume of NPIC projects has been so great that such support has been almost nonexistent. I feel this division must provide the necessary support to this work and the only way this will be possible is to establish the necessary capability.

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3. The increased workload can be illustrated by the number of projects that are assigned to each editor and graphical analyst. During the 24 months, September 1959-August 1961, each editor and graphical analyst had been assigned an average of 8 projects concurrently. This average during the period September 1961-March 1962 had risen to 13 projects. Paragraph D, 4 in the referenced memo states that a staffing pattern that would permit the assignment of a maximum of 4 projects at any one time to an editor and a graphical analyst would make possible full participation by them from the inception to the completion of each project. It is still felt that this ratio is desirable but perhaps impractical for the foreseeable future. There can be little doubt, however, but that a substantial reduction in the number of projects assigned to these people is absolutely necessary.

The man-hours per project paper, dated 11 May 1962, prepared by this division is further evidence of the need to increase the capability of the division. While it is an arbitrary figure on my part, I feel that no greater than a month's backlog should exist in this division. The aforementioned paper shows that as of April our backlog was almost 4 months.

4. The revised recommended FY 1963 T/O (Attachment) for this division calls for a total of 110 positions. The allocation of these positions along with pertinent comments follow.

a. Division Headquarters - Six positions are recommended which is one greater than in the previous recommended T/O. This additional position is required so that detailed, up-to-date information on the status of all division projects is maintained so as to permit the division chief and deputy chief to better allocate the capabilities of the division and plan for oncoming projects.

b. Editorial Branch - This branch consists of Branch Headquarters and 4 sections. The 4 sections of the branch are: First-Phase Reporting, Missiles-Electronics, Nuclear, and BW/CW Industrial. This organizational set-up is identical to that which has existed for some time on an informal basis. It has proved to be workable and formal approval on an expanded basis is now being sought.

The First-Phase Reporting Section will handle the immediate-type reports such as the OAK, IPFR, SITSUM, and MCI. In addition it will provide editorial support to such publications as the Mission Coverage Plots, Technical Reports, Project Status Listings, and any ORR, OSI, etc., codeword publication being supported by the division.

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The Missile-Electronics Section, the Nuclear Section, and the BW/CW Industrial Section will handle the detailed reports on their respective topic speciality. The volume of the work placed on the Missiles-Electronics Section is and has been larger than the other two sections; therefore, the staffing pattern recommended for this section is larger.

c. Graphical Analysis Branch - This branch consists of Branch Headquarters and 3 sections. The Branch Headquarters calls for an additional position (equipment and supply clerk) over and above the previous estimate. There will be a large monetary investment in equipment and supplies for this branch and an individual will be needed to handle this area. Considerable responsibility will be involved and the manner in which the job is performed will directly affect the functioning of the branch. The principal duties of this position will be:

- (1) To maintain inventories and records on accountable equipment.
- (2) To see to the proper care and maintenance of equipment.
- (3) To keep abreast of latest developments in applicable equipment.
- (4) To maintain stock levels on all expendable equipment and supplies.
- (5) To maintain master files of original graphics produced by the branch.

The 3 sections of the branch are: Graphical Analysis, Production, and Presentation. As in the Editorial Branch the recommended organization has been functioning efficiently on an informal basis for some time. Formal approval on an expanded basis is now being sought.



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Chief, Publications Division, NPIC

Attachment

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Attachment

PUBLICATIONS DIVISION

Revised FY 1963 Proposed T/O

OFFICE OF THE CHIEF - 6

Publications Officer (Ch)	GS-15
Publications Officer (D/Ch)	GS-15
Control Officer	GS-11
Administrative Assistant	GS-09
Secretary	GS-07
Clerk/Typist	GS-05

EDITORIAL BRANCH - 40

Branch Headquarters	
Editor (PI) (Ch)	GS-15
Editor (PI) (D/Ch)	GS-14
Secretary	GS-07
Clerk/Typist	GS-05

Missiles-Electronics Section

Editor (PI) (Ch)	GS-14
Editor (PI)	GS-13
Editor (PI)	GS-12 (5)
Editor (PI)	GS-11
Editorial Assistant	GS-07

Nuclear Section

Editor (PI) (Ch)	GS-14
Editor (PI)	GS-13
Editor (PI)	GS-12 (3)
Editor (PI)	GS-11
Editorial Assistant	GS-07

BW/CW Industrial Section

Editor (PI) (Ch)	GS-14
Editor (PI)	GS-13
Editor (PI)	GS-12 (3)
Editor (PI)	GS-11
Editorial Assistant	GS-07

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First-Phase Reporting Section

Editor (PI) (Ch)	GS-14
Editor (PI)	GS-13
Editor (PI)	GS-12 (4)
Editor (PI)	GS-11
Assistant Editor	GS-09 (3)
Editorial Assistant	GS-07 (3)

GRAPHICAL ANALYSIS BRANCH - 64

Branch Headquarters

Graphical Analysis Officer (PI) (Ch)	GS-15
Graphical Analysis Officer (PI) (D/Ch)	GS-14
Geographer/Cartographer	GS-13
Secretary	GS-07
Clerk/Typist	GS-05
Equipment/Supply Clerk	GS-09

Graphical Analysis Section

Graphical Analysis Officer (PI) (Ch)	GS-14
Graphical Analysis Officer (PI)	GS-13 (3)
Graphical Analysis Officer (PI)	GS-12 (10)
Graphical Analysis Officer (PI)	GS-11 (3)
Clerk/Typist	GS-05

Production Section

Illustrator (PI) (Ch)	GS-13
Illustrator (PI)	GS-12 (2)
Illustrator (PI)	GS-11 (4)
Illustrator (PI)	GS-09 (6)
Illustrator (PI)	GS-07 (12)
Clerk/Typist	GS-05

Presentation Section

Illustrator (PI) (Ch)	GS-13
Illustrator (PI)	GS-12
Illustrator (PI)	GS-09 (2)
Illustrator (PI)	GS-07 (3)
Composition Assistant	GS-06 (6)
Clerk/Typist	GS-05

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